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DRAFT


12 September 1952

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MEMORANDUM FOR: DEPUTY DIRECTOR (PLANS)

SUBJECT: The Plans and Program Coordination Staff, O/DDP

1. Attached is a proposed statement of the responsibilities, organization, and staffing requirements of the Plans and Program Coordination element of your office.

2. This staff element should provide you with a small but highly qualified group of assistants to worry about your planning and programming responsibilities in the clandestine fields. Seventeen spaces are proposed including one at the GS-18 level to be held for "Pat" should he elect to return to the wars. I do not propose to fill all spaces initially, however, and plan to start at about twelve people until the workload indicates the need to fill all spaces.

3. Recommend attached statements be approved.


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